

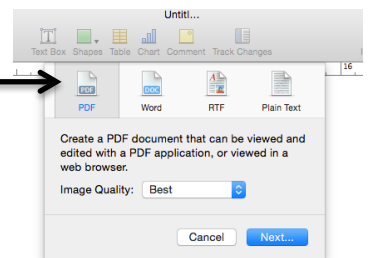
## Task Using Pages on Our Macs

Object: To Create documents using Pages and convert to PDFs.

- Open *Pages* and minimise
- Use your Browser to locate three of the following songs and copy the interpretation of the lyrics of the song
  - Don McLean- American Pie
  - Beatles-Eleanor Rigby
  - Carol King-Tapestry
  - Bee Gees-I Started a Joke
  - Rolling Stone- Wild Horses
- Minimise your Browser
- Copy the lyrics of the first song you have selected
- Return to *Pages* and paste that interpretation into the document save as a *Pages* document and be sure to name it
- Open another pages document and repeat the process for the second song you have selected and again for the third song.
- Make sure you save each time you have pasted the lyrics into as a Pages document and be sure to name the document.
- Reopen your Browser and using images in your search engine find an image of the each of the singers/bands you have selected to use for this revision task.
- Select the image using either left click and save image to the desktop. If you don't wish to use this process to capture your image use Command/Shift /4 and do a screen capture.
- Insert each image into the relevant document ie. The image of the Stones with Wild Horse.
- When task is saved and formatted to your taste.

Now create a PDF which, is a universal format, by

- Going to File>Export> Click on PDF
- Be sure to name your file



**PDF** =Portable Document Format. This is a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else. **PDF** files are created using Adobe Acrobat , Acrobat Capture, or similar products.